

## Using the HHS Learning Portal

The HHS Learning Portal (<http://learning.hhs.gov/>) is an online training system hosted by HHS University. Training on HHS systems and initiatives like the Performance Management Appraisal Program is available through the HHS Learning Portal.

Logging into the HHS Learning Portal .....	2
Looking up your HHS Employee ID.....	2
Your HHS Learning Portal Password .....	3
The Log on Screen.....	3
Registering for the PMAP Course.....	4
Launching the PMAP Course .....	5
Turning on Popup Windows.....	5
In Internet Explorer.....	5
In Firefox .....	6
In Netscape7.2 .....	6
In Netscape 8 .....	6

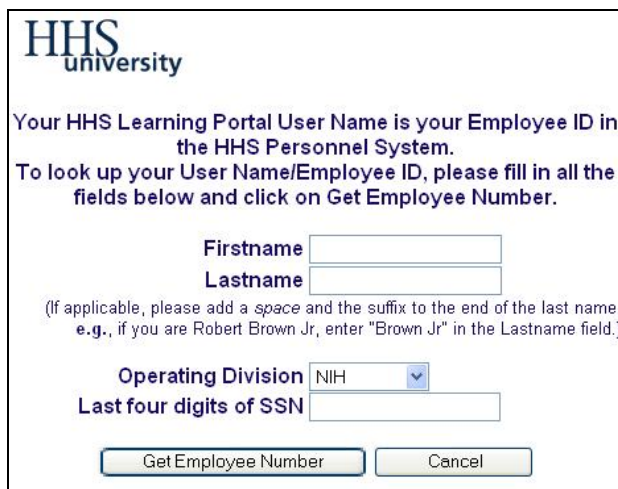
## Logging into the HHS Learning Portal

To login to the HHS Learning Portal you must know your HHS Employee ID and password. Your HHS Employee ID is different from your NIH Employee ID or Social Security Number.

### Looking up your HHS Employee ID

If you do not know your HHS Employee ID, you can look it up through the [User Name Search](#) function on the Learning Portal.

1. Go to <https://learning.hhs.gov/EmployeeNumber.asp>
2. Enter your First and Last names in the fields. You must spell your full name as it appears in the HHS Employee Directory.
3. Select NIH from the Operating Division drop-down.
4. Enter the last four (4) digits of your Social Security Number.
5. Click Get Employee Number



The screenshot shows a web form titled "HHS university". The instructions state: "Your HHS Learning Portal User Name is your Employee ID in the HHS Personnel System. To look up your User Name/Employee ID, please fill in all the fields below and click on Get Employee Number." The form contains the following fields: "Firstname" and "Lastname" (both text input fields), a note "(If applicable, please add a space and the suffix to the end of the last name. e.g., if you are Robert Brown Jr, enter 'Brown Jr' in the Lastname field.)", "Operating Division" (a dropdown menu with "NIH" selected), and "Last four digits of SSN" (a text input field). At the bottom are two buttons: "Get Employee Number" and "Cancel".

A table containing your Name and Employee ID will display on the next page. Your Employee ID is the 8-digit number in the **User Name/Employee ID** row on the far right.

If you experience problems using the User Name Search tool, please contact the HHS Learning Portal Help Desk via e-mail at [techs@geolearning.com](mailto:techs@geolearning.com) or phone at 1-888-722-3647; TTY 1-800-735-2943. If they are unavailable, please contact the [NIH Help Desk](#).

Once you have your HHS Employee ID, you can log into the Learning Portal.

## Your HHS Learning Portal Password

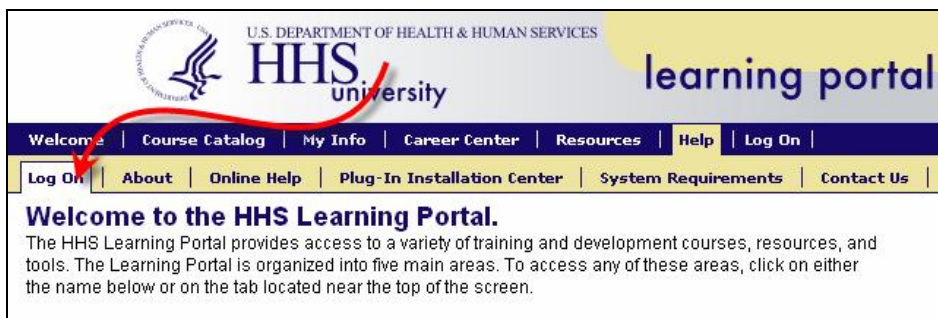
If this is the first time you have logged into the Learning Portal than your password is **dhhs**.

If you have forgotten your password click the **I forgot my password** link to have your password reset.

If you have used the **I forgot my password** link and you have not received an e-mail with a new password, please send an e-mail to [HHSU\\_LMS@psc.gov](mailto:HHSU_LMS@psc.gov) requesting a new password and that they update your email address in their system.

## The Log on Screen

1. Either select the link where it says “**Click Here to the Learning Portal**” from the Employee ID look up screen,
2. or go to <https://lms.learning.hhs.gov/>
3. From there you will have to Click on the **Log On** tab.



This will open the Log On Screen.

1. Enter your HHS Employee ID where it says **User Name**.
2. Enter your password in the **Password** field.

3. Hold down the CTRL key OR [disable your popup blockers](#) and then Click **Log On >>**

You will be taken to the **Welcome Screen**. You will know you have logged on successfully if the last item in the blue navigation bar now reads “**Log Off**”.



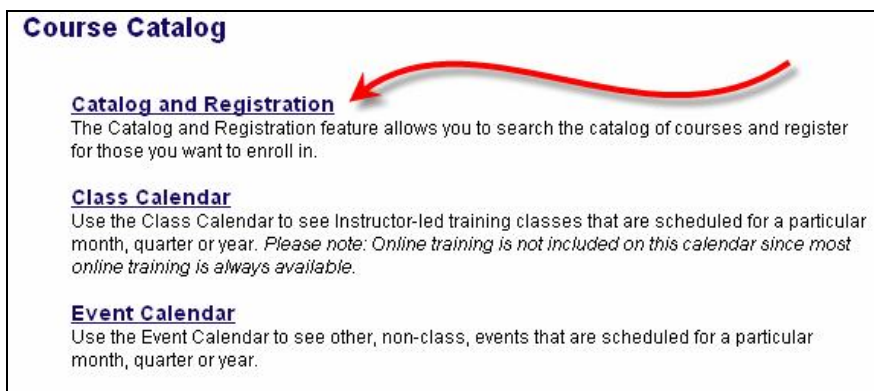
## Registering for the PMAP Course

Once you have logged in, you can register for the Performance Management Appraisal Program Mandatory Training course.

1. Click on the **Course Catalog** link



2. Select **Catalog and Registration** from the following screen.



3. The Employee and Supervisor units are currently listed under **Featured Courses** on the first page of the HHS Learning Portal Course Catalog. Their full course titles are:
  - Performance Management Appraisal Program for Employees
  - Performance Management Appraisal Program for Supervisors
4. Alternatively, you can locate the courses by typing “**PMAP**” into the search box and clicking **Search**.

## Launching the PMAP Course

Once you have registered, you will receive a brief e-mail from [techs@geolearning.com](mailto:techs@geolearning.com) entitled “Class Registration”. You can now take the PMAP training.

1. Click on the **My Info** tab on the blue navigation bar.



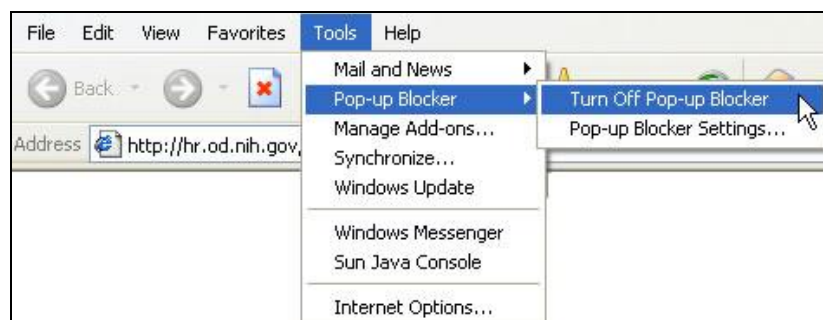
2. From the **My Info** screen, click **Current Registrations**.
3. A list of your current course registrations including the **Performance Management Appraisal Program for ...** will display.
4. Click the course title to begin.
5. The course will open in a pop-up window.

## Turning on Popup Windows

If the course does not open, ensure that your pop-up blockers are turned off:

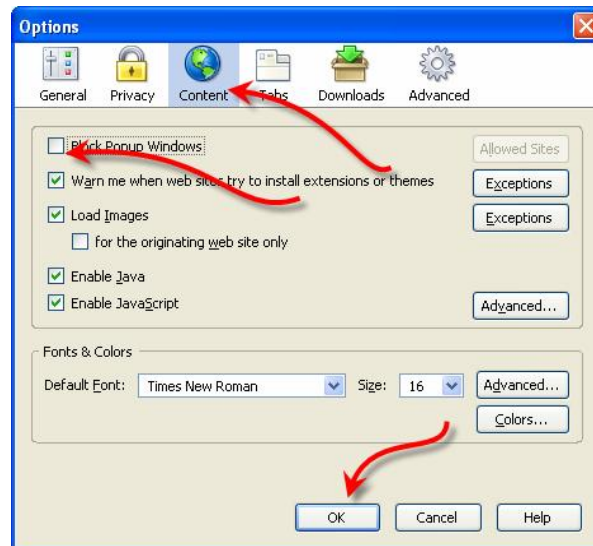
### In Internet Explorer

Select Tools > Pop-up Blocker > Turn Off Pop-up Blocker.



## In Firefox

Select **Tools > Options** from the menu. Click on the **Content** tab, then make sure the **Block Popup Windows** option is unchecked.



## In Netscape7.2

Select **Tools > Popup Manager > Allow Popups From This Site**

## In Netscape 8

Select **Tools > Options** and then click the **Site Controls** button. From the next screen, ensure that the **Allow un-requested pop-up windows** box **IS** checked.

